

STATE OF MONTANA

37.1.101 ORGANIZATION OF THE DEPARTMENT

(1) Organization of the department of public health and human services.

(a) History The department of public health and human services was established by Chapter 546, Laws of Montana 1995. The department is provided in 2-15-2201, MCA.

(b) Divisions The department consists of the following divisions:

- (i) addictive and mental disorders division;
- (ii) child and family services division;
- (iii) child support enforcement division;
- (iv) disability services division;
- (v) health policy and services division;
- (vi) operations and technology division;
- (vii) quality assurance division
- (viii) senior and long term care division; and
- (ix) blind and low vision services division.

(c) Director The director of the department of public health and human services, appointed by the governor, heads the department.

(d) Administratively Attached Boards and Councils Attached to the department for administrative purposes only are several boards and councils created by state statutes. Assistance from the department for the boards and councils is provided as required by 2-15-121, MCA.

(e) Advisory Councils There are several advisory councils advising the department. Advisory councils have no rule making or adjudicating functions under the Montana Administrative Procedure Act and serve in an advisory capacity only as enumerated in 2-15-102, MCA.

(2) Functions of the Department

(a) Director's Office The director provides direct supervision over the administrators of the addictive and mental disorders, child and family services, child support enforcement, disability services, health policy and services, operations and

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technology, quality assurance, senior and long term care, and blind and low vision services divisions. In addition, the director provides supervision to the offices of legal affairs, personnel services, state and local relations, and public information.

(i) The office of legal affairs provides legal assistance to the department, supervises the adoption of administrative rules, and coordinates the use of external legal counsel.

(ii) The office of personnel services includes the administration of the classification and pay plans, employee relations, labor negotiations, leave administration, development of an affirmative action plan for equal employment opportunity (EEO) and employment of the disabled, and staff development training.

(iii) The office of public information provides information to the public about the agency's programs and services.

(iv) The office of state and local relations serves as the link between the agency and local government, and is responsible for the decentralization of program operations and the interdepartmental coordinating council.

(b) Addictive and Mental Disorders Division This division provides, directly and through independent providers, a statewide continuum of prevention, treatment and rehabilitation services for people with chemical dependency and mental illness. The division is divided into three bureaus and administers and supervises three state facilities.

(i) The Montana state hospital at Warm Springs provides inpatient psychiatric hospital services to adults with serious mental illness.

(ii) The Montana chemical dependency center at Butte provides drug and alcohol treatment services for adults.

(iii) The Montana mental health nursing care center at Lewistown provides long term care for people with mental illness who require nursing home care.

(iv) The treatment and prevention bureau is responsible for program development, planning and technical assistance in support of chemical dependency and mental health programs.

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(v) The operations bureau is responsible for budgeting, contract development and monitoring, federal fund management, and long range building.

(vi) The managed care bureau is responsible for planning, implementation, and evaluation of managed care programs.

(c) Child and Family Services Division This division administers a variety of programs that help protect children, youth and adults who suffer from poverty or abuse and neglect. The division works with communities and providers to support the strengths of families to increase their ability to nurture and provide for their children. The division has five bureaus.

(i) The public assistance bureau is responsible for managing and supervising state and federal assistance programs that are administered through local offices. The bureau supervises the directors of county public assistance offices, supports regional field activities, facilitates field participation in overall division management, assists in corresponding to citizen concerns, and provides technical assistance and support to field staff in the areas of food stamps, JOBS, AFDC, and medicaid eligibility. The bureau provides overall management and support to the welfare reform (families achieving independence in Montana (FAIM)) program and develops and implements policy for public assistance programs.

(ii) The intergovernmental human services bureau is responsible for the community services block grant, low income energy assistance, federal nutrition assistance, weatherization, and homelessness programs.

(iii) The program management bureau is responsible for administration of interstate compacts for foster care and adoption, registration and licensing of foster care and child care providers, the child and adult food program, funding and referrals for child care services, grants for programs involving domestic violence, child abuse and neglect, refugee assistance, head start, and the Children's Justice Act. The bureau is also responsible for coordinating state and federal relations including the development of federally required state plans, food stamp error rate assessment and mailings, contract monitoring, and training for the division.

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(iv) The family services bureau is responsible for the management and supervision of the regional administrators including allocation of resources and facilitating field participation in division management. The bureau provides policy, technical assistance and support to field staff in the areas of: family support and preservation, child protective services, foster care, adoption and permanency, and independent living.

(v) The operations and fiscal bureau is responsible for the management and coordination of financial activities, information systems liaison, legislative budget preparation, evaluation and benchmark analysis, and coordination of supplies, leases and equipment.

(d) Child Support Enforcement Division The child support enforcement division establishes the paternity of children born out of wedlock, locates parents who have left their families, establishes absent parents' legal support obligations, and enforces those obligations. Services are provided to Aid to Families with Dependent Children (AFDC) recipients and to families not receiving public assistance. Such services are made available to Montana residents and to out-of-state families. To accomplish these objectives, the child support enforcement division is divided into four bureaus.

(i) The field services bureau locates absent parents, establishes paternity for out-of-wedlock children, establishes support and medical obligations, enforces those obligations, manages field services provider contracts, and assures all casework activities comply with federal regulations.

(ii) The administrative services bureau provides administrative support for the child support enforcement program in the following areas: program policy, training, budget, general contracting, data processing, record keeping, and collection and distribution of child support payments.

(iii) The legal services bureau represents the program in administrative and judicial matters, provides legal advice to program employees in their daily enforcement work, prepares legal opinions, and reviews program policy to ensure collection activity is appropriate under state law and federal regulations.

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(iv) The office of administrative law judge adjudicates contested cases concerning child support and functions as clerk of court for the division.

(e) Disability Services Division The disability services division provides for community-based training and residential services for persons with developmental disabilities. The division also provides rehabilitation services to eligible Montanans who have a physical or mental disability in an effort to help them become employed. The division is responsible for the operation of the Montana developmental center and the eastmont human services center. Evaluations of disability are also provided for the U.S. social security administration. This division also includes the blind and low vision services division which provides programs providing services to the visually impaired.

(i) The developmental disabilities program is served by the following bureaus and residential facilities:

(A) The field services bureau includes the regional offices which represent the state on the local level and insures appropriate services and placement for persons with disabilities. It provides technical assistance and monitoring of local department contractors of developmental disabilities services.

(B) The management operations bureau is responsible for overall fiscal management of the developmental disabilities program, information and data analysis, coordination of technical assistance, and provision of materials and curriculum development in support of program staff and contracted service providers.

(ii) The vocational rehabilitation program has two separate units: rehabilitation services and blind and low vision services. This program is administered by three bureaus:

(A) The field services bureau provides services to eligible consumers. It also provides orientation and mobility training, rehabilitation teaching, and other independent living services that assist persons in achieving employment and to function independently.

(B) The disability determination bureau is responsible for

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disability evaluations on applications for social security disability and supplemental security income for Montana residents.

(C) The program support bureau provides grant and contract negotiating and monitoring, special fund supervision, human resource development, technical assistance, planning and evaluation, rehabilitation technology, and budget and systems oversight.

(iii) Eastmont human services center and the Montana developmental center are residential facilities for persons with a severe developmental disability.

(f) Health Policy and Services Division This division has primary responsibility for health planning (including the development and implementation of state health policy), health services, the acute and primary care portion of the Montana medicaid program and the inspection and licensing of food and lodging establishments. The division is divided into five bureaus.

(i) The financial, operations, and support services bureau is responsible for budget analysis, audits, information systems, contracts, purchases and medicaid hospital and clinic programs.

(ii) The health systems bureau manages the emergency medical services and injury prevention, chronic disease and health promotion, health assessment and resource development (including certificate of need applications) programs and is liaison for health care reform.

(iii) The family and community health bureau manages community development (consultation and technical assistance to counties), family planning, perinatal and infant health, MIAMI, follow me and preschool and school health programs.

(iv) The communicable disease control and prevention bureau manages communicable disease and epidemiology, immunization, HIV/AIDS/STD and food and consumer safety programs.

(v) The medicaid services bureau manages primary care and managed care services provided under the medicaid program except for hospital, federally qualified health center, rural health clinic and mental health services.

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(g) Operations and Technology Division The mission of the operations and technology division is to promote a full spectrum of operational support services for the department and to promote and maintain enhanced state-of-the-art technology platforms for provision and support of the department services and delivery programs. The division develops, implements and monitors fiscal, budgetary and automation policy in conformance with federal and state budgetary regulations and departmental mission guidelines in coordination with the public sector, other departments of state government and agencies of the federal government. These functions are accomplished by eight bureaus described as follows:

(i) The budget and program analysis bureau manages the department's budgeting processes, provides centralized contract management and support, and develops and maintains statistical analyses of the major benefit programs.

(ii) The fiscal bureau provides payment and recording of the state budget and accounting system (SBAS) of benefit payment and operating expenditures for the agency. This bureau maintains and submits a cost allocation plan to the federal government. Recording and collecting of payments for the medical spend down, drawing of federal cash, collections and deposits of monies for the agency, preparation and filing of federal financial reports are also functions of this bureau.

(iii) The internal support bureau is responsible for agency statewide office space agreements, mail operations, forms distribution, records management, property accounting, purchasing, vehicle fleet management, and Cogswell and Sanders Street building security and maintenance.

(iv) The laboratory services bureau provides analytical, consulting and training services in support of disease prevention and environmental programs. This scientific support is provided to federal, state and local government agencies, as well as to hospitals, clinics, physicians and the general public throughout Montana. This bureau also manages the laboratory certification program for local, state and commercial laboratories that analyze Montana's public water supplies.

(v) The network and communications bureau provides

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microcomputer network service, voice and data communications, video conferencing and systems security functions.

(vi) The information systems bureau provides computer operations, system development, help desk and information technology management services to the agency central office, regional and county offices, five institutions and various advisory boards. This bureau also provides coordination and liaison support for information systems operated by fiscal intermediaries. Services provided to all agency entities include: system purchase, integration and installation, information systems analysis, design, development and implementation and report generation.

(vii) The external systems bureau is responsible for the administration of computer system development, implementation and facilities management contracts with private vendors.

(viii) The vital statistics bureau administers the statewide statistics system, which includes the registration of all births, deaths, fetal deaths, marriages, dissolutions of marriage, and adoptions, and the establishment of a tumor registry.

(h) Quality Assurance Division The quality assurance division is divided into three bureaus and a fair hearings unit. The division is responsible for a comprehensive and coordinated quality assurance program, and protecting and advocating for individual clients' rights while operating under a complex set of state and federal regulations.

(i) The certification bureau is responsible for conducting health care facility and service surveys according to federal requirements in Title XVIII (medicare) and Title XIX (medicaid) of the Social Security Act.

(ii) The licensure bureau is responsible for conducting licensure surveys according to state licensure standards for health care facilities. All health care facilities are required by law to have a state license. Construction and design of a new or renovated health facility must be approved through the licensure bureau.

(iii) The audit and compliance bureau is responsible for audit services, program compliance of AFDC, food stamps,



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medicaid, medicaid surveillance and utilization review, third party liability fraud and recovery and assessment programs.

(iv) The office of fair hearings is responsible for administrative hearings for the department except for child support.

(i) Senior and Long Term Care Division The senior and long term care division plans and coordinates the delivery of publicly funded long term care and support services to elderly Montanans and Montanans with physical and other disabilities. The division is served by four bureaus, and two nursing facilities for veterans.

(i) The aging services bureau develops the state plan on aging and approves and monitors service delivery programs set up by 11 area agencies on aging. These services include senior centers, congregate and home delivered meals, health, transportation, homemaker, and information and referral services. This office includes the state long term care ombudsman, elderly legal assistance, and health insurance and pension counseling.

(ii) The community services bureau provides payment for in-home services (including personal care, home health, home dialysis and hospice) for elderly and disabled persons that are eligible for medicaid.

(iii) The nursing facilities bureau provides payment for nursing facility services for medicaid eligible persons.

(iv) The budgeting and analysis bureau prepares budget plans and monitors expenditures and contracts for the division.

(v) The nursing facilities for veterans are located in Columbia Falls and Glendive, Montana.

(vi) The division also establishes policies for adult protective services.

(5) Information or Submissions General inquiries regarding the department may be addressed to the director. Specific inquiries regarding the functions of each division may be addressed to the administrator of that division. Requests for fair hearings should be addressed to the county or state office whose action is contested or to the Office of Fair

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Hearings, Quality Assurance Division, Department of Public Health and Human Services, 1400 Broadway, P.O. Box 202951, Helena, MT 59620-2951. Requests for fair hearings pertaining to child support should be addressed to the Office of Administrative Law Judge, P.O. Box 5955, 3075 North Montana, Helena, MT 59604-5955. All requests for declaratory rulings, and for participation in rule making may be addressed to the office of legal affairs, unless the notice in the Montana Administrative Register makes specific provisions for submissions. The general address for the department, unless otherwise stated, is P.O. Box 4210, Helena, MT 59604-4210.

(6) Personnel Roster Addresses of the director and each division administrator are as follows:

Laurie Ekanger, Director, Department of Public Health and Human Services, 111 North Sanders Street, P.O. Box 4210, Helena, MT 59604-4210.

Russell E. Cater, Chief Legal Counsel, Office of Legal Affairs, 111 North Sanders Street, P.O. Box 4210, Helena, MT 59604-4210.

Dan Anderson, Administrator, Addictive and Mental Disorders Division, Cogswell Building, 1400 Broadway, P.O. Box 202951, Helena, MT 59620-2951.

Hank Hudson, Administrator, Child and Family Service Division, Cogswell Building, 1400 Broadway, P.O. Box 202951, Helena, MT 59620-2951.

Mary Ann Wellbank, Administrator, Child Support Enforcement Division, 3075 North Montana, P.O. Box 202943, Helena, MT 59620-2943.

Joe Mathews, Administrator, Disability Services Division, 111 North Sanders, P.O. Box 4210, Helena, MT 59604-4210.

Nancy Ellery, Administrator, Health Policy and Service Division, Cogswell Building, 1400 Broadway, P.O. Box 202951, Helena, MT 59620-2951.

Mike Billings, Administrator, Operations and Technology Division, 111 North Sanders, P.O. Box 4210, Helena, MT 59604-4210.

Denzel Davis, Administrator, Quality Assurance Division, Cogswell Building, 1400 Broadway, P.O. Box 202951, Helena, MT

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Mike Hanshew, Administrator, Senior and Long Term Care Division, 111 North Sanders, P.O. Box 4210, Helena, MT 59604-4210.

Virgil Dixon, Chief Personnel Officer, Personnel Services, 111 North Sanders, P.O. Box 4210, Helena, MT 59604-4210.

T. Gary Curtis, Coordinator, State and Local Relations, 111 North Sanders, P.O. Box 4210, Helena, MT 59604-4210.

Anastasia Burton, Public Information Officer, 111 North Sanders, P.O. Box 4210, Helena, MT 59604-4210.

(7) Charts of Agency Organization Descriptive charts of the department of public health and human services are attached on the following pages.

